

**Town of Needham
Personal Leave Policy
Personnel Administration #316**

1. PURPOSE AND SCOPE

The purpose of this policy is to establish the eligibility and procedural requirements relating to the administration of personal leave.

2. APPLICABILITY

This policy applies to all non-represented, full-time and permanent part-time General Government employees. .

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words..

4. POLICY

Two days of personal leave at regular straight-time pay for normally scheduled hours, shall be granted every fiscal year to full-time and permanent part-time employees in accordance with the procedures set forth below.

5. PROCEDURES

- 5.1 Use of personal leave must be approved in advance by the department manager or appointing authority.
- 5.2 Personal leave is not cumulative and must be used in the fiscal year in which it is granted.
- 5.3 Newly hired employees shall be granted personal leave according to the following schedule.

First Day of Employment
July 1 - December 31
January 1 - June 30

Personal Days
2 days
1 day